



- Q1.** 1.76 – Authorized Vendor Signature – is this the front cover form which shows the procurement information?
- R1. Yes.**
- Q2.** 4.2.5.1.1.1 – Vendor Profile and Experience - Does this require an organizational chart and if so, do you attach in this area or in another attachment area of 4.2.5.5?
- R2. Yes. Include as an attachment.**
- Q3.** 4.2.5.1.5 – Project Staff/Resumes/Job Descriptions - This sections asks for job descriptions. Should there be resume copies also? Do the job description/resume copies go in this section or in section 4.2.5.5? The explanation also asks for all key personnel who will be involved and their level of education, experience, training, etc. How do we show this information and if an attachment, does it go in the attachment section of 4.2.5.5?
- R3. All information can be reflected in detailed job descriptions. Resumes are not necessary. Include all job description in an attachment. Reference the attachment in the appropriate section.**
- Q4.** 4.2.5.2 – Do the letters of audit finding copies go in this section or in the attachment section of 4.2.5.5?
- R4. In the section.**
- Q5.** 4.2.5.5.1 – Disclosure Statement – This section states that the legal status form must be followed by the completed copy of the Disclosure Statement. However, the Legal Status Form is in section 4.2.3. Do we add the legal status form in two places? Please explain.
- R5. No. Section 4.2.5.5.1 Disclosure Statement should read: *The Technical Proposal must be followed by a copy of a completed copy of the Disclosure Statement.***
- Q6.** 4.2.5.3.6 – Do you include a form that shows how the assessment is done and if so where would the attachment go? Or are you just describing how the assessment measures are done?
- R6. Describe the assessment measures.**
- Q7.** 4.2.5.1.4 – This section discusses points that will be deducted if there has been unsatisfactory performance. What constitutes unsatisfactory performance?
- R7. Vendors who have performed unsatisfactory are aware of any issues that may affect them negatively.**
- Q8.** On the blind copies of the RFP, I know that there are not to be any names, etc on any of the information. Do we still include attachments and if so do we just make sure the vendor id is there and not names?



R8. Yes. Yes.

Q9. 4.2.1 – Cover Sheet – When we are sending this sheet on the blind copies, do we just use our vendor I D number without putting address, and name of the person who is the authorized vendor signatory?

R9. Yes.

Q10 Other than the per diem rate, what resources for funding is possible for this program? Ex. Does the facility become payee of SSI, are there unbundled Medicaid billing opportunities?

R10. The provider does NOT become payee. The daily rate is what the provider receives. Children may receive ILP funds for the children from the DHR county offices, but they are not paid to the provider.

Q11. 4.2.5.1.5 Project Staff/Resumes/Job Descriptions, pg. 21 - Section 4.2.5.1.5 requires the submission of "job descriptions detailing the level of education, experience, training, skills, etc, which emphasizes previous experience in the service area as described in this RFP for all key personnel..."

- Did you mean to say resume/vitae here? Job descriptions are generic and usually reflect minimum requirements for a position.
- Please clarify what you mean by "key personnel". (director, supervisor, executive director, etc.) Would this be across the agency or only within the residential program?

R11. The RFP requires you to provide of all key staff (upper level, social service and direct care staff) job descriptions in the blind copies. Resumes or vitas should be provided in the original.

Q12. 4.2.5.1.2 References, pg. 20: - Can DHR county staff members serve as references for vendors?

R12. No.

Q13. 4.2.5.3.4 County/Counties to be Served and Number of Slots Proposed, pg. 23 – If a vendor is planning to apply for ILP slots in multiple regions, is that vendor required to submit a separate proposal for each region?

R13. No, just indicate the areas served. The residential RFP's are for statewide slots, not regional.

Q14. Section 1.0, p. 7 PROJECT OVERVIEW – The RFP states that the Alabama Department of Human Resources invites you to submit a proposal for to provide a total of one hundred sixty (160) statewide slots of Transitional Living Programs -- eighty (80) slots and Independent Living Programs (80) slots to children in custody of the slots. Can it be assumed that the proposal must be submitted with the intent to provide services for both programs or can the vendor submit a proposal to provide services for just one of the programs?



R14. A proposal may be submitted for both or individual types of placements.

Q15. Section 3.0, p. 15 INDEPENDENT LIVING PROGRAM – The RFP states that the Independent Living Programs (ILP) are offered in an alternative living arrangement whereby youth live in community-based housing rather than in a foster home or group home setting. Can it be assumed that the vendor would not be responsible for providing housing for the youth but instead would assist and support the youth in finding appropriate housing in the community?

R15. The provider will follow the guidelines for set up for Independent Living Programs. The programs will require youth to work, attend school or both, and the guidelines indicate how ILP programs are to require residents to assume some of that responsibility.

Q16. Section 3.3, p. 17 CORE SERVICES FOR TLP AND ILP PROGRAMS – The RFP state that the vendors must provide basic living skills training a minimum of one (1) hour daily in accordance with the outcomes identified in the ISP for activities including the development, or improvement and reinforcing of age-appropriate social, communication and behavioral skills. Can it be assumed that this requirement is no longer applicable after the 1st week of daily supervision or is the vendor still required to provide basic living skills training for a minimum of one (1) hour daily when the supervisory schedule requires only twice a week supervision or once a week supervision?

R16. The BLS requirement is based upon the need of the child and the supervision level of the child.

Q17. Section 5.0, p. 25 COST PROPOSAL – The RFP states all services billed as Medicaid Rehab services must be in compliance with Chapter 105 of the Medicaid Rehab Manual and are not to exceed the daily caps. Can it be assumed that the vendor is required to bill Medicaid for all services provided?

R17. For all Medicaid Rehab services that are applicable

Q18. Section 5, p. 25, COST PROPOSAL – The RFP states that the Form to Establish a Rate for Service must be completed indicating a daily rate per child and the number of beds offered at the stated rate. Can it be assumed that this (the number of beds) applies only to the Transitional Living Program since the Independent Living program provides community-based housing?

R18. It must show the number of slots in each program with the daily rate proposed.

Note: Vendors must receive a minimum score of 850 points to be considered for a contract.